



**Neighborhood Associations of Muskegon
2019 YEAR-END BUDGET REPORT
9-1-2019 – 1-31-2019
CERTIFICATION PAGE**

RECIPIENT INFORMATION		
Neighborhood Association		
Contact Person for this Report	Title	
Street Address	City	Zip Code
PO Box	City	Zip Code
Home Phone # ()	Work/Cell # ()	
E-mail Address		
REPORT CHECKLIST		

Please make sure the following are completed before submitting this report.

- Certification Page – Completed and Signed
- Answer ALL Year-end Questions
- Describe Events/Projects/Programs
- Complete Year-End Expenses
- Include COPIES OF Receipts – ORIGINAL RECEIPTS WILL NOT BE ACCEPTED. Bank statements are also required.
- Explanation of Unspent Funds
- Include Copies of: Newsletters, Board/General Meeting Minutes, as well as any other requested documents. This will be clearly indicated what is being requested.

REPORTS ARE DUE BY FRIDAY, FEBRUARY 21, 2019

PLEASE READ AND SIGN

I, _____, and my affiliate Neighborhood Association, hereby submit the Neighborhood Empowerment Grant Program Year-end Budget Report. To my knowledge, it is complete and accurate.

Signature	Date
Printed Name	Title

City of Muskegon - Community and Neighborhood Services
933 Terrace Street / PO Box 536
Muskegon, MI 49443-0536
Phone: (231) 724-6717 Fax: (231) 726-2501

EXPENSES REPORT **Please use additional sheets if necessary**

One of the best ways to manage expenses in your organization is to establish an expense budget and compare that to actual expenses on a line-item basis within the expense budget on a periodic basis. This expense budget spreadsheet allows you to analyze the differences between budgeted and actual expenses, known as variances, to better allocate your resources and manage your financials in the best way to meet your yearly objectives. The budget column amounts should be taken from your 2019 Grant Application. The next column should be taken from your Mid-year Expense Report.

- Each line item utilized must have COPY OF receipts to support numbers. Financial statements (bank/credit union) must also be submitted.
- You may use the following Expense Budget or attach your own.
- For items that do not apply to your organization, please leave blank or mark "N/A" in the Budget Column.

NEIGHBORHOOD ASSOCIATION EVENTS, PROGRAMS, PROJECTS

Date	Name of Event/Project/Program	Attendance (#)
_____	_____	_____

Description _____

Date	Name of Event/Project/Program	Attendance (#)
_____	_____	_____

Description _____

Date	Name of Event/Project/Program	Attendance (#)
_____	_____	_____

Description _____

Date	Name of Event/Project/Program	Attendance (#)
_____	_____	_____

Description _____

NAM YEAR-END EXPENSES - \$1500 GRANT

ITEM	2019 Budget	Spent April 1 thru August 31	Spent September 1 thru January 31	Difference (+ / -)
Advertising				
Dues/Subscriptions				
Insurance				
Maintenance/Repairs				
Newsletters				
Printing/Delivery				
Postage/Postage Permit				
Office Supplies				
Rent				
Telephone				
Utilities				

EVENTS

Event: _____				
Food				
Entertainment				
Equipment				
Other				
Other				
Event: _____				

ITEM	2019 Budget	Spent April 1 thru August 31	Spent September 1 thru January 31	Difference (+ / -)
Entertainment				
Equipment				
Other				
Other				
Event: _____				
Food				
Entertainment				
Equipment				
Other				
Other				

GRAND-TOTAL _____

NEWSLETTERS

Please provide copies of your Neighborhood Association Newsletters from September - January. **If this is done electronically (i.e. Facebook/email), proof should be submitted in the form of electric files, links or screenshots.**

COPIES OF BOARD MINUTES/MEMBER LIST

Please provide a copy of the minutes from your neighborhood association’s board meeting. Please provide a contact list (name, position, address, phone number and e-mail address) for each board member as of the end of December.

COPY OF GENERAL MEETING MINUTES

Please provide a copy of the minutes from your neighborhood association’s general meetings from September - January.

Enhanced Grant Questions

To be eligible for the Enhanced Neighborhood Grant, the Neighborhood Association must undertake a fundraising campaign (raising at least \$250 of private donations for the neighborhood association).

Please indicate what type of fundraising, dates and dollar amount were raised:

TYPE OF FUNDRAISING	DATES	AMOUNT \$ RAISED
	TOTAL	\$

How many activities were indicated on your NEP Enhanced Grant Application?

CIRCLE ONE	3 - \$750	4 or more - \$1250	7 or more - \$2000	10 or more - \$3000
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How many activities were successfully completed? _____

For each activity, please give total dollars spent, including COPIES of receipts OR attach proof of activity. Proof can be date, activity, contact person (i.e. Fire Hydrants/Farmers Market Volunteer Contact). No original receipts will be accepted. If you are unsure if an activity qualifies, please ask for clarification/confirmation. Attach additional sheets if necessary.

What were the activities? Please list below:

ACTIVITY	DATE(S)	AMOUNT SPENT

If the number of activities completed caused you to drop down in the categories above, please indicate why and include a check for the difference. Example: If you indicated 9, but only accomplished 7, a reason should be given but there would be no monetary difference in the award amount. However, if you indicated 9 activities, and only accomplished 6, that would drop you down to the "4 or more" category and a check for \$750 should be included with your explanation.

Please indicate any activities that were NOT completed and give a reason why: _____

Please note activities to satisfy the Enhanced Grant Program can have taken place anytime during 2018.

Earned Grant Questions

Earned Grant Funds MAY be rolled over from year to year. The Adopt A Lot portion of the Earned Grant does not have to be reported. However, any fundraising match, specialized youth-related activities, or other beautification-related activities do.

For each activity, please give total dollars spent, including COPIES of receipts OR attach proof of activity. No original receipts will be accepted. If you are unsure if an activity qualifies, please ask for clarification-confirmation. Attach additional sheets if necessary.

Please note activities to satisfy the Earned Grant can have taken place anytime during 2019.

FUNDRAISING MATCH: please complete if your NA received \$500 for successfully raising more than \$1500 of non-city funds for youth-related activities. Tell us how:

Type of Fundraising Campaign(s)	Date(s)	Amount Raised

SPECIALIZED YOUTH RELATED ACTIVITIES: up to \$2000, cannot have been more than 50% of total program cost, and must meet minimum requirement set in NEP.

Activity AND Date(s)&Time(s)	Location	Attendance	Amount Received	Total Program Cost

Did your NA receive at least \$2000 in Enhanced Neighborhood Grants? ____ YES ____ NO

Amount Received: _____

BEAUTIFICATION-RELATED ACTIVITIES: CASE-BY-CASE BASIS

Type of Activity/Date(s)	Location	Amount Received	Total Cost

